

Retention and Classification Report

Agency: Mountain Heights Academy (3510)

9067 South 1300 West # 303
West Jordan, UT 84088
801-721-6329

Records Officer Emily Bejarano

27709 Accounts payable

AGENCY: Mountain Heights Academy

SERIES: 27709

3

TITLE: Accounts payable

DATES: 2011-

ARRANGEMENT:

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records are used to pay school bills. They include copies of checks, invoices, purchase orders, and receiving reports. Correspondence with vendors and computer printouts may also be included.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 5, Item 1.

AUTHORIZED: 05/11/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Fiscal

This retention is based on (UCA 70A-2-725 (1998)), which specifies a four-year statute of limitations in contracts for sale.

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(continued)

PRIMARY CLASSIFICATION:

Public